

**Telegraph Landing
Special Board of Directors Meeting
Thursday, 9/9/2010**

BOARD MEMBERS PRESENT: President: Kathi Barnes
Vice President: Karen Hartquist
Treasurer: Patricia Johnson
Secretary: Jasper Schad
Assistant Treasurer: William Halprin

PROPERTY MANAGER: Richard Price, CitiScape Management

PROJECT MANAGER: Dennis Sides, CitiScape Project Management

1. CALL MEETING TO ORDER & ESTABLISH A QUORUM

President Kathi Barnes called the meeting to order at 7:00 PM and noted that a quorum was present.

2. PRESENTATION OF MEMBRANE COMMITTEES' CONSTRUCTION PROJECT PROPOSAL AND RECOMMENDATIONS FOR THE SOUTHWEST COURTYARD

Richard Price, CitiScape Property Manager

- Presented the projects goals and objectives and the cost breakdown for its main entities. *Exhibits I & II*
- Noted that Concrete Sciences had spent over a year at TL so they were well acquainted with our facility. They drew up detailed specifications and will supervise the installation to be sure that the specs are adhered to.
- Pointed out that the Landscaping portion will include a new irrigation system and new dirt.

Dennis Sides, CitiScape Property Manager

- Developed a bid form to ensure that all contractors were bidding on the same items
- With Concrete Sciences did a bid walk with the 5 contractors as a group and separately. CSI also took part in the vetting process.
- Everest Waterproofing, the recommended vendor, has worked with CitiScape before.
- Quarry tiles, similar to what is in the main courtyard, are recommended for the surface of the SW Courtyard
- Main elements of the project: *Exhibits III - VI*
 - a) Remove topping slab and the bench
 - b) Replace membrane
 - c) Improve drainage
 - d) Move standpipe

- R. Price noted that every effort was made to be as specific as possible so as to minimize change orders. Jasper Schad stated that the cost of the project was much less than anticipated due this attention to detail.

3. Q&A

- Pat Johnson asked why quarry tiles were recommended since we had problems with them in the main courtyard. Does that mean that they would be used also when renovating the main courtyard. Richard answered that the main reason was that they were cost competitive, esthetically pleasing and residents liked them. If they are laid properly with control and expansion joints and maintained properly, they should not be a problem. However, that does not mean that they would be used again in the main courtyard.
- Dennis noted that CIM1000 is to be used for the membrane and will be applied at 150% the recommended thickness in order to be sure it will last,
- Some residents requested that there be an open meeting regarding the new plants to be used. Date is pending.

4. BOARD VOTE ON PROPOSAL

- Bill Halprin motioned that the proposal for renovating the SW Courtyard be accepted. Karen Hartquist seconded and the motion passed 5 – 0.

5. ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 8:05 PM.

Respectfully submitted by CitiScape Management:

Approved by the Board

Date approved by the Board


Exhibit I:

The courtyard project plan's main goals and objectives :

- Secure the area decking from continued deterioration, eliminating further erosion (saving thousands in repair expense and protecting against personal property damage in the garage).
- Clear the planters throughout the space, so that waterproofing and root barriers can be addressed as necessary to prevent leaking.
- Reduce HOA risk factors related to personal injury caused by the steps in this area (skate board injury or unwanted guest injuries).
- Provide a safe, secure area from intrusion from unwanted visitors utilizing inexpensive fencing which, for the most part, will be hidden.
- Provide a visual barrier utilizing plantings which enhance the area.
- Upgrade the courtyard, so that social functions and activities can be held in conjunction with the use of the Club Room (club room upgrade to occur sometime in the future).

Exhibit II:

Membrane Committee Southwest Courtyard Project

Development of Specifications	<input checked="" type="checkbox"/>	\$19,500
Project Management	<input checked="" type="checkbox"/>	\$15,000
Landscaping	<input checked="" type="checkbox"/>	\$41,000
 Main Courtyard Work	<input type="checkbox"/>	\$174,000
Fencing, Plants & Fire Control	<input type="checkbox"/>	\$35,000
Project Total		\$284,500



Southwest Courtyard - Implementation Pan -

1. Remove trees, bushes, ground cover from planters
2. Remove all dirt from planters
3. Remove concrete topping slab from entire courtyard
4. Remove waterproofing membrane from foundation slab and planters
5. Install waterproofing membrane on foundation slab and in planters
6. Install and slope new concrete topping slab
7. Install new trench drains along planters and stairs
8. Install new planter and waterproofing over west stairs
9. Install new dirt in all planters
10. Install new trees, bushes, ground cover in planters
11. Move standpipe connection to south side of vent tower for SFFD access
12. Install courtyard fence



Projected Project Time Line

- Wed. Aug. 4th - Contracts signed for consultants "Concrete Science" Scope & CitiScape Project Management
- Wed. Aug. 11th – Bid Walk completed with 3 Landscaping Contractors for part of the Southwest Courtyard project
- Mon. Aug. 16th – Main project specifications completed by Concrete Science – Bid walk with 2 companies to move SFFD Standpipe connection
- Wed. Aug. 18th – Project drawings completed by Concrete Science
- Mon. Aug. 23 – Main project bid walk with 6 general & waterproofing contractors
- Thurs. Aug 26 – 3 Landscape bids presented to the Membrane committee Recommendation provided to committee was for Treeco Bid
- Wed. Sept. 1st – Main project bids are due / Landscape contract confirmed



Projected Project Time Line

- *Continued* -

- Tues. Sept. 7th – Main project bids vetted & contractor to be recommended
- Thurs. Sept. 9th – Presentation to TL Board / Board approval of contracts
- **Mon. Sept. 13th** – Landscape contractor begins work to empty courtyard planters
- Wed. Sept. 15th – Project contractor approved – contractor begins mobilization
- **Thurs. Sept. 23rd** – Landscape completes courtyard planter work
- **Mon. Oct. 4th** – Main project begins; demolition work begins in courtyard
- **Mon. Nov. 15th** – Courtyard project completed
- **Wed. Nov. 17th** – Landscape contractor refills planters & places sprinklers
- **Tue. Nov. 23rd** – Landscape contractor completes replanting / SFFD standpipe moved, courtyard fence installed.
- Wed. Nov. 24th. – Final project inspection

Exhibit VI: Courtyard Design 1

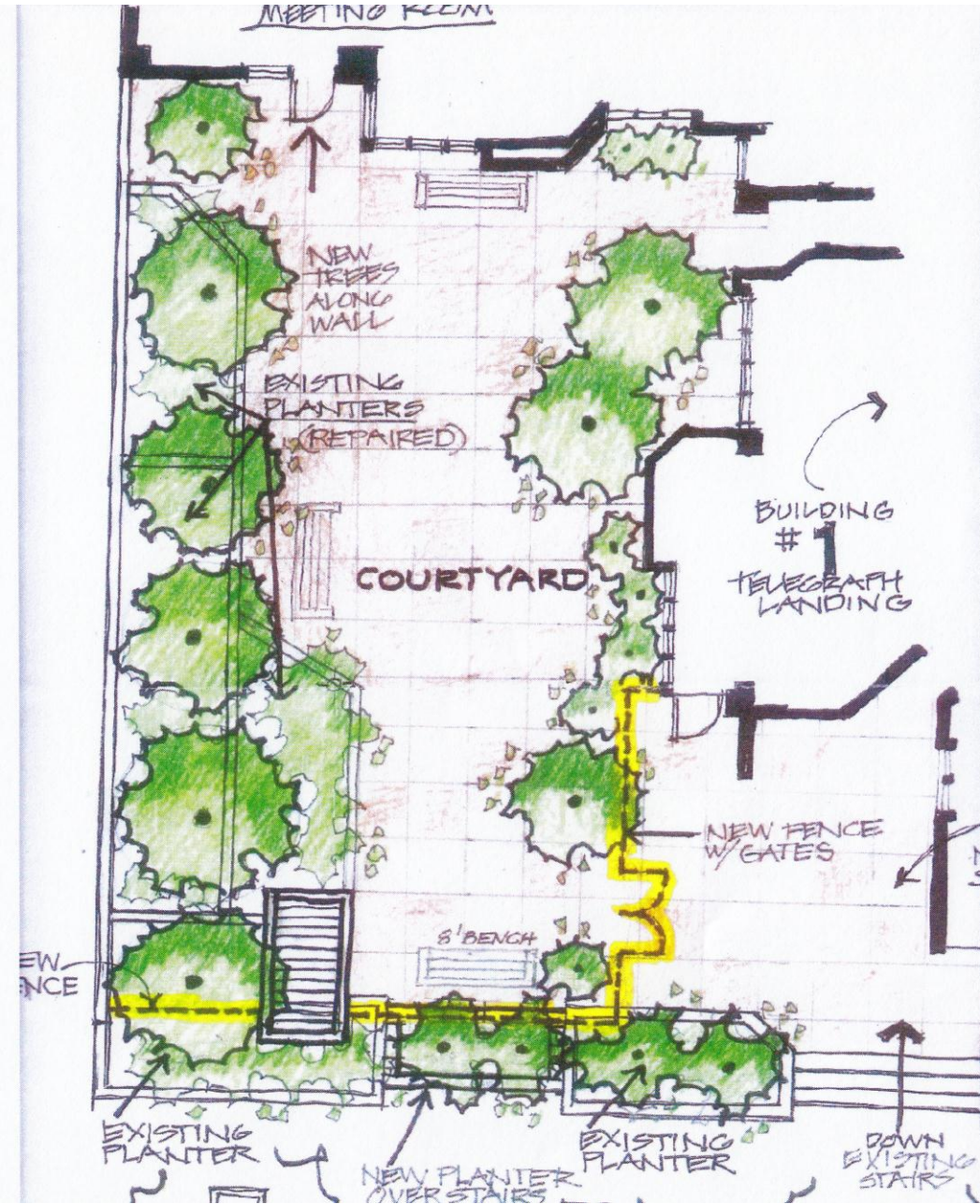


Exhibit VII: Courtyard Design 2

